

§ 301-70.601

(f) What special procedures must an employee follow to claim expenses.

§ 301-70.601 What factors should we consider in determining whether to authorize payment of transportation and subsistence expenses for threatened law enforcement/investigative employees?

You should consider:

(a) *The degree and seriousness of the threat.* You should pay transportation and subsistence expenses only if a situation poses a legitimate serious threat to life.

(b) *The option of relocating the employee.* You should consider whether relocating the employee permanently would be advantageous given the specific nature of the threat, the continued disruption of the family, and the alternative costs of a change of official station.

§ 301-70.602 How often must we reevaluate the payment of transportation and subsistence expenses to a threatened law enforcement/investigative employee?

You must reevaluate the situation every 30 days based on the same factors you considered when you first authorized the payment of the expenses.

PART 301-71—AGENCY TRAVEL ACCOUNTABILITY REQUIREMENTS

Subpart A—General

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301-71.1 What is the purpose of an agency travel accounting system?

301-71.2 What are the standard data elements and when must they be captured on a travel accounting system?

301-71.3 May we use electronic signatures on travel documents?

Subpart B—Travel Authorization

301-71.100 What is the purpose of the travel authorization process?

301-71.101 What travel may we authorize?

301-71.102 May we issue a single authorization for a group of employees?

301-71.103 What information must be included on all travel authorizations?

301-71.104 Who must sign a travel authorization?

301-71.105 Must we issue a written or electronic travel authorization in advance of travel?

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301-71.106 Who must sign a trip-by-trip authorization?

301-71.107 When authorizing travel, what factors must the authorizing official consider?

301-71.108 What internal policies and procedures must we establish for travel authorization?

Subpart C—Travel Claims for Reimbursement

301-71.200 Who must review and sign travel claims?

301-71.201 What are the reviewing official's responsibilities?

301-71.202 May we pay a claim when an employee does not include a copy of the corresponding authorization?

301-71.203 Who is responsible for the validity of the travel claim?

301-71.204 When must we pay a travel claim?

301-71.205 Under what circumstances may we disallow a claim for an expense?

301-71.206 What must we do if we disallow a travel claim?

301-71.207 What internal policies and procedures must we establish for travel reimbursement?

Subpart D—Accounting for Travel Advances

301-71.300 What is the policy governing the use of travel advances?

301-71.301 For how long may we issue a travel advance?

301-71.302 What data must we capture in our travel advance accounting system?

301-71.303 Are we responsible for ensuring the collection of outstanding travel advances?

301-71.304 When must an employee account for a travel advance?

301-71.305 Are there exceptions for collecting an advance at the time the employee files a travel claim?

301-71.306 How do we collect the amount of a travel advance in excess of the amount of travel expenses substantiated by the employee?

301-71.307 What should we do if the employee does not pay back a travel advance when the travel claim is filed?

301-71.308 What internal policies and procedures must we establish governing travel advances?

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